Clean up your hard disk
(Probably NOT for the really new Newbie)

Disk Cleanup, which comes with Windows, helps you to free up space on your hard disk by removing files you don't need. You can also permanently delete any type of unnecessary file, including:

Deleted files in the Recycle Bin.
Temporary files.
Cached Web pages that you don't use.
When you run Disk Cleanup as part of the Maintenance Wizard standard maintenance routine, the settings allow you to select exactly which types of files are to be deleted.

There is an option to remove Downloaded Programs…do not check that one unless you're absolutely sure you'll NEVER want those programs again.
Another option that I do not use is the Compress Old Files.

When run as a separate tool, Disk Cleanup gives you even more control: it calculates how much space you can save by removing each type of file, and offers descriptions and views of the files. You can even remove optional Windows components that you don't use . Not a good idea, in my opinion.
You can also use Disk Cleanup to uninstall programs that you want to remove.

When to run Disk Cleanup
As part of standard monthly maintenance, Disk Cleanup should be scheduled to run at regular intervals, at some convenient time when your computer is not otherwise in use.

Run Disk Cleanup:

1.Click Start…. Programs…. Accessories… System Tools… Disk Cleanup.
Choose the drive (e.g. C:\) you want to scan from the drop-down menu, and wait while the program calculates how much disk space is available for cleanup.

2.To delete obsolete files, click the Disk Cleanup tab, select the check boxes next to the files that you want to remove, click OK, and then click Yes.

3.To remove Windows components, click the More Options tab. In the Windows Components area, click Clean Up.
To see what is included in any component, select the component, and then click Details. If you want to remove individual items within any component, clear the check boxes of the items you don't need.

4.To remove installed programs, click the More Options tab. In the Installed Programs area, click Clean Up.
On the Install/Uninstall tab, click the program that you want to remove, and then click Add/Remove.
Follow the instructions on your screen to remove the program.

Revised 6/14/2006 JMM

Disk Cleanup :
1. Doubleclick MY COMPUTER.
2. Rightclick the C: drive and select Properties
3. Click Disk Cleanup. It takes a few minutes for the computer to gather the info, so be patient.
4. Select those files you wish to remove.
I do not check the REMOVE DOWNLOADED PROGRAM FILES or the COMPRESS OLD FILES boxes.

Revised 6/14/2009 JMM